

WORKFORCE PROJECT

RE-ENTRY EMPLOYMENT DEVELOPMENT ENDEAVOR
22880 Whelan Lane
Boyd's, Maryland 20841
Telephone: (240) 773-9798 FAX: (240) 773-9948

The Department's **Re-Entry Employment Development Endeavor** provides a positive voluntary work experience in a real life workplace environment for qualified pre-sentenced and sentenced inmates. The endeavor exposes inmates to proper work place protocol and highlights qualities sought by potential employers. The program stresses job readiness through daily instruction on proper workplace behavior, attitudes and the expectations of employers. Inmates are provided with evaluations to show progress and identify areas that may need improvement. The Endeavor includes:

- A Job Shop that teaches basic work skills such as document duplication and reproduction;
- A Bulk Mail Operation teaching mailing skills, postal regulations and customer service;
- A Digital Imaging apprenticeship program that provides knowledge and experience performing data entry, indexing, archiving, digital imaging and document preparation; and
- Classroom training to enhance employment readiness, safety awareness, job retention and preparation for community release.

The Career Transition Center, Montgomery Works and the One Stop Center, provide pre-employment services critical to employment success for inmates and ex-offenders. Success means rapidly finding sustainable employment that will positively impact inmates, their families and our community.



Inmates assisting in kitchen

INTERESTED IN CORRECTIONS AS A CAREER?

The Department of Correction and Rehabilitation employs people in a variety of challenging career fields to include:

- Custody and Security
- Mental Health Services
- Counseling
- Medical Services
- Management and Administration
- Dietary Services
- Clerical

EMPLOYMENT BENEFITS

Montgomery County provides employees with fringe benefits that include:

- competitive salaries with periodic raises
- promotional opportunities
- special pay differentials (shift and multi-lingual pay)
- comprehensive health insurance plans
- paid holidays
- annual and sick leave
- retirement plan
- performance and recruitment incentive awards
- life insurance
- tuition assistance and reimbursement
- employee assistance program
- County-wide comprehensive training opportunities

HOW TO APPLY

You can apply on-line by visiting the Montgomery County website at www.montgomerycountymd.gov. Click on "Careers" and click on "How To Apply" from the Application Procedure Information Section (towards bottom of page). You can also visit the County's Office of Human Resources, located in the Executive Office Building, 101 Monroe Street, 7th Floor, Rockville, Maryland 20850; 240-777-5000 or TTY for the hearing impaired 240-777-5126. If you wish to reach the DOCR Human Resources Section, you can call directly at 240-777-9759.



VOLUNTEERS NEEDED

Detention Services Division (240) 773-9700
Pre-Release and Re-Entry
Services Division (240) 773-4200

SPEAKERS BUREAU

To arrange for a presentation on the County's correctional system, please contact the Department Director at (240) 777-9975 or 9976.

Revised 4/08

Montgomery County, Maryland



Department of
Correction and
Rehabilitation

A National Model for
County – Community
Corrections and
Public Safety



Montgomery County Department of Correction and Rehabilitation Honor Guard at an NFL game.

INTRODUCTION

The mission of the Department of Correction and Rehabilitation is:

- *To enhance public safety by providing Montgomery County and its citizens with professionally managed confinement facilities, community based supervision and reintegration programs for offenders;*
- *To ensure the safety and welfare of staff, visitors and offenders by operating our facilities and programs in a secure, humane environment which meets professional standards and constitutional requirements;*
- *To reduce recidivism by providing offenders with opportunities for self improvement, employment skills and the inner resources necessary to make a successful adjustment within the community; and*
- *To meet current and future correctional needs of the County by use of effective planning and responsible fiscal and resource management.*



Montgomery County's Department of Correction and Rehabilitation (DOCR) was established as a core agency of county government in 1972. DOCR reports to the elected County Executive of Montgomery County. The agency Director, a member of the County's Senior Management Team, reports on a daily basis to the Chief Administrative Officer and serves at the pleasure of the County Executive. The agency appears regularly before the Montgomery County Council and its Public Safety Committee on matters of public policy, facility operations, planning, program development, community corrections and prisoner reentry.

DOCR's community correctional facilities and programs are regularly accredited by the **American Correctional Association**, the **Maryland Commission on Correctional Standards** and the **National Commission on Correctional Health Care**. This is a professional agency with a focus on quality, constitutional practice and excellence in staff performance and community engagement.

MANAGEMENT SERVICES

51 Monroe Street, Suite 1100
Rockville, Maryland 20850
Telephone: (240) 777-9975 FAX: (240) 777-9992

The Management Services Division (MSD) provides consolidated administrative and management support to all of the Department's programs and divisions and to the Director's Office. The main office is located at the Departmental Headquarters in Rockville with satellite offices and services at MCCF, MCDC, PRC, and the Public Services Training Academy. The MSD serves as primary liaison to core offices of the County for central systems, services, and oversight interactions; provides planning and management analysis services; and serves as liaison for the Department's employees for access to and understanding of County and Departmental rules, services, regulations, and benefits. The Division is organized into sections, each with a dedicated manager: Budget and Procurement; Fiscal Services; Human Resources; Information Technology and Telecommunications; and Training.

Responsibilities and services include: contract development and oversight; inmate accounting, audits, and accounts payable; operating and capital budget development, reporting, and oversight; fiscal analysis, grants, and revenues; information systems, equipment, services, and telecommunications; employee training and development; and human resources oversight, data administration, process management, and recruitment.



| PRE-RELEASE AND RE-ENTRY SERVICES - Rockville, Maryland | |
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| <p>THE PRE-RELEASE CENTER 11651 Nebel Street Rockville, Maryland 20852 Telephone: (240) 773-4200 FAX: (301) 468-4420</p> <p>The Pre-Release and Re-Entry Services Division (PRRS) is a key component of the County's comprehensive correctional services. PRRS provides community-based residential and non-residential alternatives to secure confinement. PRRS programs provide intervention and treatment for targeted re-entry issues and comprehensive supervision and monitoring of offenders returning to live in our community. Re-Entry is accomplished by an assessment and identification of the offender's needs, targeted programming and linkage to community resources to address problem areas and needs, and the supportive structure and supervision of PRRS staff and parole and probation.</p> <p>Residential Services are provided at the Pre-Release Center (PRC) and afford each offender the opportunity to reside within a structured and well-supervised setting while maintaining pre-approved access to the community for essential re-entry purposes. PRC is a highly structured residential work release and treatment facility housing up to 175 sentenced offenders and pre-trial detainees. The center is a complex of four correctional units with each unit operated by a team of staff. The facility consists of a women's unit and three male units. Key elements of the program are:</p> <ul style="list-style-type: none">• individualized assessment and re-entry treatment planning;• intensive Job Readiness and Retention Program, job counseling and placement;• linkage to community resources such as comprehensive substance abuse and addiction services, mental health services, counseling/therapy, educational services; work-release and educational release;• comprehensive case management to ensure successful re-entry planning and assessment of progress;• family and sponsor support groups; | <ul style="list-style-type: none">• assistance with suitable housing;• assistance with obtaining proper identification; and,• close monitoring of all program participants. <p>Non-Residential Services are provided through the home confinement component of PRRS. Home confinement offers offenders the opportunity to reside in a pre-approved residence in the community while serving their sentence and continuing with structured program activities such as employment and treatment and attending to family responsibilities. Most offenders begin their stay in residential services at the Pre-Release Center and transfer to home confinement after certain eligibility criteria are met, while others may be appropriate for direct placement into home confinement at the start of their term. Intensive supervision of all offenders on home confinement is accomplished through frequent on-site verifications in the community, regular Case Manager contact with the offender and family in the home and at the Center, regularly scheduled alcohol tests in the home, urinalysis and the use of electronic monitoring equipment. Transitional release allows offenders to adjust to a crime-free life in the realistic environment of the home, neighborhood and family, while receiving the continued supervision and support of PRRS staff. When additional supervision and monitoring is required, staff may elect to utilize global position system (GPS) equipment which tracks an offender's movements in the community. GPS is used for offenders participating in residential and non-residential services.</p> <p>Benefits of PRRS program participation include the offender's ability to: secure gainful employment in the community, provide financial support to their families and save money for release, attend to restitution and child support obligations, secure suitable housing prior to release, link with community resources prior to release for continuity of care, obtain essential documents such as birth certificates, social security cards, and drivers licenses, and generate revenue for the County through their payments of room and board.</p> |



| MONTGOMERY COUNTY CORRECTIONAL FACILITY - Boyds, Maryland | |
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| <p>Montgomery County Correctional Facility 22880 Whelan Lane Boyds, Maryland 20841 Telephone: (240) 773-9700 FAX: (240) 773-9945</p> <p>The Montgomery County Correctional Facility (MCCF) is responsible for the custody and care of male and female offenders who are in a pre-trial status or serving sentences of up to 18 months. The facility's current capacity is 1,028 inmates. The mission of MCCF is to protect and serve the citizens of Montgomery County and the general public by providing progressive and comprehensive correctional services to all inmates. This is accomplished by the implementation of a wide variety of programs and services including:</p> <ul style="list-style-type: none">• A safe and secure environment for inmates, staff, and visitors;• A classification and case management system to determine risk and custody level and to assess each inmate's needs;• Acute and chronic medical care and dental services;• A mental health unit providing crisis intervention, psychological assessments, and a safe and humane environment for offenders suffering from acute or chronic mental illness;• Religious services, a therapeutic substance abuse program, and self-help programs; | <ul style="list-style-type: none">• The Model Learning Center, which operates full-time educational,vocational and special education programs;• A youthful offender unit (Moral Reonation Therapy - MRT) treatment program for inmates ages 21 and under;• MRT treatment programs for both adult men and women;• An employment development program to instill positive work habits and skills to enhance employability upon release;• A One Stop Employment Center to assist with skills assessment and job searches to secure sustainable post release employment; and• Community release judicial and social services coordination to assist effective community and family reintegration. <p>Inmates' eligibility and program interests are determined upon entry into the facility. Each inmate is assigned a Case Manager whose responsibilities include facilitating successful community reintegration by aiding the offender with difficult decisions, making appropriate referrals, and providing general guidance. All inmates are encouraged to participate in available programs and to utilize their time wisely and productively while at the facility.</p> |

| MONTGOMERY COUNTY DETENTION CENTER - Rockville, Maryland | |
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| <p>Montgomery County Detention Center 1307 Seven Locks Road Rockville, Maryland 20854 Telephone (240) 777-9960 FAX (240) 777-9973</p> <p>The Montgomery County Detention Center (MCDC) contains the Central Processing Unit (CPU) for all arrestees within Montgomery County which amounts to approximately 16,000 arrestees each year. Of that, 9,000 are committed to the jail where they undergo intake and processing, bond hearings, and Pre-Trial Services within 72 hours. Thereafter, if not released on bond or pre-trial services, they are transferred to the Montgomery County Correctional Facility (MCCF).</p> | <p>The DOCR Records Unit is located at MCDC and the staff manages data related to the legal confinement of individuals in the Department's care and custody. Collaborative support is received from Health and Human Services, the Office of Public Defenders, the District Court of Maryland Commissioners and every law enforcement agency operating in Montgomery County. The Montgomery County Detention Center is nationally accredited by the American Correctional Association (ACA), the National Commission of Correctional Health Care (NCCHC) and the Maryland Commission on Correctional Standards (MCCS).</p> |

| PRE-TRIAL SERVICES |
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| <p>PRE-TRIAL SERVICES UNITS 1307 Seven Locks Road (Assessment) Rockville, Maryland 20854 Telephone: (240) 777-9830 FAX: (240) 777-9829</p> <p>12500-C Ardennes Avenue (Supervision) Rockville, Maryland 20852 Telephone: (240) 777-5408 FAX: (240) 777-5401</p> <p>The mission of The Pre-Trial Services Division is to maximize the release of pre-trial detainees from local incarceration while maintaining a high rate of appearance for court and a low rate of new arrests during pre-trial status. The division conducts over 8,000 defendant assessments, and provides community supervision for more than 1,500 defendants at any given time. Key components of the program are:</p> <ul style="list-style-type: none">• A thorough assessment of pre-trial defendants entering our detention facility;• Written reports submitted to the court with up-to-date and accurate criminal history, verified information concerning employment, residence, family ties, drug and alcohol assessment, and a risk assessment;• Recommendations to the Court for tracking and field supervision services as an option to the court beyond pre-trial confinement or a money bond;• Monitoring defendant compliance with bond requirements, including visits to the home and job, regular telephone contact, drug and alcohol testing, and GPS tracking;• Coordination with community resources to respond to defendants' substance abuse problems, need for mental health services, or other treatment requirements; and• Frequent reports to the courts as to a defendant's compliance with court ordered release conditions. <p>ALTERNATIVE COMMUNITY SERVICES 12500-C Ardennes Avenue Rockville, Maryland 20852 Telephone: (240) 777-5409 FAX: (240) 777-5440</p> <p>The Alternative Community Services Program (ACS) provides adults charged with misdemeanor and non-violent offenses the opportunity to perform community service as an alternative to trial or as a condition of probation.</p> <ul style="list-style-type: none">• Adult referrals to ACS originate from the Office of the State's Attorney, Parole and Probation (both state and federal), and transfer cases from other jurisdictions.• Over 3,000 offenders contribute more than 80,000 hours of community service annually to a variety of non-profit and public organizations.• The program impacts the criminal justice system by eliminating the cost of subpoenas, clerical time, juror fees, police officer appearances and other related court costs associated with bringing misdemeanor offenses to trial.• The ACS program provides a work crew that operates seven days a week to perform services throughout the County focusing on community beautification.• An administrative fee is collected from ACS participants to subsidize the cost of the program to the County. <div></div> <p>INTERVENTION PROGRAM FOR SUBSTANCE ABUSERS 12500-B Ardennes Avenue Rockville, Maryland 20852 Telephone: (240) 777-5410 FAX: (240) 777-5482</p> <p>The Intervention Program for Substance Abusers (IPSA) is designed for first time offenders arrested for minor drug crimes. Cases that appear to be eligible for the program are referred for an assessment by IPSA staff by the State's Attorney's Office, with the approval of the arresting police officer. Once participants are found eligible and volunteer to participate, they are placed into one of three program tracks: The IPSA Alternative for Criminal Drug Citation Cases; the IPSA Program for Misdemeanor Drug Cases Education Track; or Treatment Track. Program participation may include:</p> <ul style="list-style-type: none">• Attendance at four weeks of substance abuse education,• Participation in an appropriate treatment program,• Twice weekly mandatory drug and/or alcohol testing,• Twenty-four hours of community service,• Attendance at support group meetings;• Payment of a sliding scale program fee. <p>Participants who successfully complete the program and remain arrest free are eligible to have their case expunged from their record.</p> |